

## **ELECTRONIC PSI** **ATTORNEY ACCESS**

### **Attorney Access:**

An Attorney when accessing a Pre-Sentence Investigation (PSI) report will start by going into Electronic Public Access (EPA) to Iowa Courts Online. You will use your Internet Browser to connect to <http://www.iowacourts.state.ia.us/ESAWebApp/SelectFrame> , near the bottom of this page you will find a logon button. After clicking on the logon button, you will log into the EPA application using a specific User ID and Password, this generally is the same username and password you use for your Supreme Court Commission site access (<https://scc.iacourtcommissions.org/icc/>) . This will bring up an expanded view in EPA that will include the option to access the PSI reports.

If you are unable to log on, please contact the Clerk of Court Office in the county for which you are attempting to review a PSI. Anytime you have to communicate with a Clerk of Court Office, about the availability of online access to a PSI, please include your full name, the county you are trying to access, your ICIS Attorney Pin number (must start with AT), your Email address and your telephone number. The Clerk of Court Office will need all of this information so they can identify your account and get back to you (passwords are not needed). (The one exception is that if you are unsure of your ICIS Attorney Pin number, the Clerk of Court Office should be able to help you with that.) They will have a call ticket created with the Judicial Branch IT Services, if needed to resolve issues with access. (Including checking on existing access, having access setup and providing your username and password, as needed.)

Once you have successfully logged onto the Iowa Courts Online site, if it does not bring up the PSI icon in EPA, you should contact the involved county's clerk of court office to determine if you are the attorney of record on a specific case. If you are not an attorney of record on any cases for which there are PSI's available at this time, the PSI icon will not be available to you.

However, if, after checking with the clerk's office, it is found that you do have an active case, but you do not have a PSI icon, or you can not find the expected PSI, that Clerk of Court office should contact the Judicial Branch Help Desk, so we can determine the problem. The clerks office will need to provide to our help desk, your full name, the county you are trying to access, your Attorney Pin number, your Email address and your Telephone number so we can identify your account and get back to you (passwords are not needed).

**Once into the PSI application the Attorney will have the option of searching for a specific PSI report.**

**Step one: Will be to select a specific County.**

**Step two: Will allow the Attorney to enter the Case ID or a Name Search by entering the Defendant's Name. If Case ID, Name Search and are left blank with only County specified, Create a list of all cases for that county where the User is the Attorney of Record on the case and the case is still open for Attorney access.**

### **Entering by Case ID:**

The Attorneys can only view those cases where they are active as the Attorney of Record. By this, they have to be indexed to the case and have an active status on that specific case. When they attempt to access these cases, verification will be performed to determine if they are the Attorney of Record before it will even display any case information also there will be a check against the Case events to determine if the case has completed sentencing. If sentencing is completed, a field will be set to "C" in the table and access will be denied. If verification is successful the application will display a list of valid entries.

If multiple entries are found, since there may be addendums to the original PSI, the application will bring up a list of that PSI report and any addendums and allow a selection of desired reports. If there is only one entry the application will immediately display the requested PSI information for that case.

### **Entering by Name Search:**

If selecting by Name Search using the Defendant's Name. Again the verification to determine the Attorney of Record will be performed before any information is displayed. If verification is successful the application will display a list of entries, which have the Defendant's Name associated to those cases. The Attorney will then select the appropriate case and the application will bring up a list of the PSI report and any addendums and allow selection of the desired reports. If there is only one entry the application will immediately display the requested PSI information.

**Note:** Attorneys of Record access will be restricted. The Attorneys will only be able to access the PSI until sentencing has been completed by an event entered in at the clerk's office.